User Guide

Using Your Universal Wireless Keyboard

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About This Book

[!] Before You Begin
Complete the steps in the Getting Started guide to install the Universal Wireless Keyboard driver onto your device and attach your device to the keyboard.

This guide tells you how to customize the settings on your Universal Wireless Keyboard, and use all the shortcuts, function keys, and special characters that it offers.

Each chapter contains information and step-by-step instructions with cues for action, and sidebars. Follow the instructions for the operating system (OS) used on your device.

Step-by-step instructions

How-to information. Look for these cues in instructions:

Continued at the bottom of a page means the procedure continues on the next page.

Done signals the end of the procedure. You're done.

[!] IMPORTANT A step that you must follow; otherwise, you could experience an error or even lose information.

[*] NOTE Information that applies only in certain cases or that tells more about a procedure step.

Sidebars

[!] Before You Begin
Things you must complete before you can do the steps described in the chapter.

✱ Tip
A suggestion on how to use a feature more fully; a shortcut; a pointer to a related feature.

+ Did You Know?
An interesting fact about the topic being described; may include a pointer to more information.

» Key Term
A technical term related to the topic being described. It may appear in this guide or only on your handheld.

Customizing the Keyboard

The Universal Wireless Keyboard is a light, foldable keyboard that works with many popular models of Palm OS® and Pocket PC devices. You can easily customize the keyboard for quick navigation and data entry—change the keyboard settings to suit your typing preferences, assign applications to key combinations so that you can open them with a few keystrokes, and choose a power-saving setting that works for you.

Follow the instructions for the operating system used on your device.

Tip
Need to beam information from your Palm OS device? Turn off the wireless keyboard driver first. The keyboard driver uses the IR port—so when the driver is turned on, the IR port is not available for beaming. To turn off the keyboard driver, see **Changing settings on a Palm OS® device**.

Changing keyboard settings

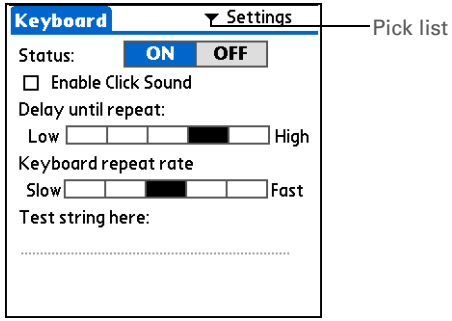
Use the keyboard settings options to turn the keyboard driver on or off and customize the keyboard to your touch. The driver must be on for your device to communicate with the keyboard.

[*] NOTE If you enable the keyboard's power-saving option, the keyboard driver automatically turns off when the keyboard is not in use. Follow these steps to turn the driver on again.

Changing settings on a Palm OS® device

1 Open the Applications view and select Keyboard .

2 Select Settings from the pick list in the upper-right corner.



↘ Continued

3

Change the settings:

Status Select On or Off to turn the keyboard driver on or off. The driver must be on to use the keyboard.

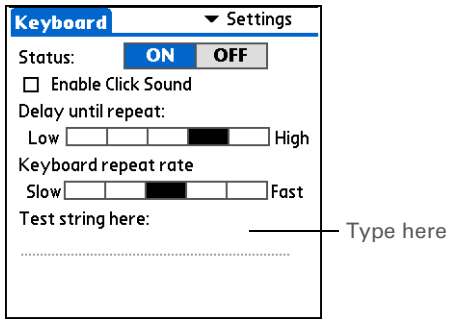
Enable Click Sound Check this box if you want to hear a click when you press a key. To hear clicks, the System Sound in Sounds and Alerts Preferences must also be set to Low, Medium, or High.

Delay until repeat Tap the scale to lengthen or shorten the time that elapses before a key repeats when you hold it down.

Keyboard repeat rate Tap the scale to adjust the speed at which a key repeats when you hold it down.

4

Test the repeat settings you selected by pressing and holding down a key in the Test typing here area.

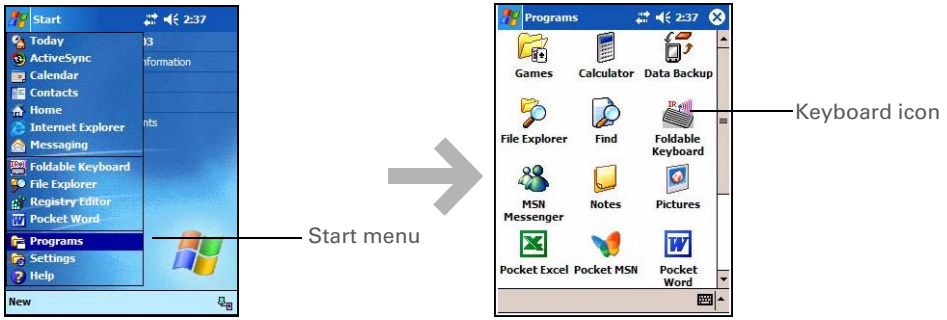


Done

Changing settings on a Pocket PC device

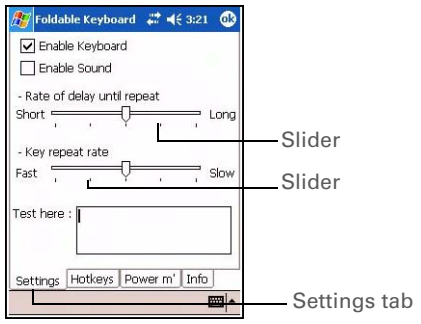
1

From the Start menu, select Programs. Then select Foldable Keyboard .



2

Select the Settings tab.



↘ Continued

3

Change the settings:

Enable Keyboard Check this box to turn the keyboard driver on, or uncheck it to turn the keyboard driver off. You may need to turn the keyboard driver off to use the IR port for another purpose.

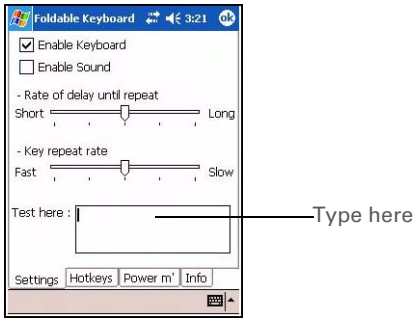
Enable Sound Check this box if you want to hear a click when you press a key.

Rate of delay until repeat Drag the slider to lengthen or shorten the time that elapses before a key repeats when you hold it down.

Key repeat rate Drag the slider to adjust the speed at which a key repeats when you hold it down.

4

Test the repeat settings you selected by pressing and holding down a key in the Test here area.



Done

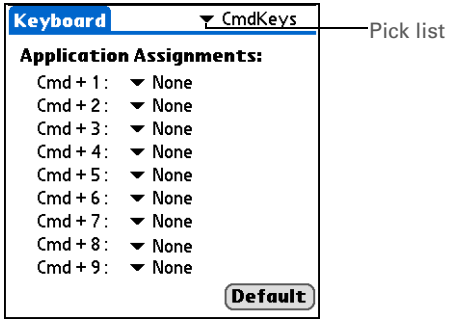
Assigning key combinations for opening applications

You can quickly open an application by using a key combination that you have assigned to it. This section tells you how to assign key combinations to applications on your device.

Assigning command keys for a Palm OS device

1 Open the Applications view and select Keyboard .

2 Select CmdKeys from the pick list in the upper-right corner.



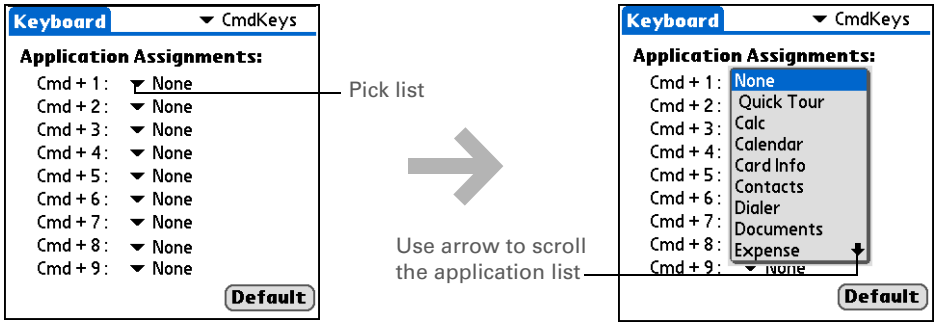
Continued

3

Assign applications to command keys:

a. Tap the pick list of a command key combination.

b. Select an application.

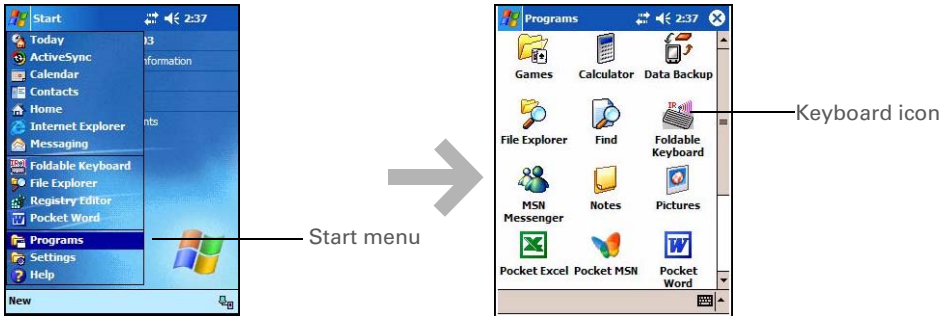

Keyboard
CmdKeys
Application Assignments:
Cmd + 1 : None
Cmd + 2 : None
Cmd + 3 : None
Cmd + 4 : None
Cmd + 5 : None
Cmd + 6 : None
Cmd + 7 : None
Cmd + 8 : None
Cmd + 9 : None
Default
Pick list
Use arrow to scroll the application list
Keyboard
CmdKeys
Application Assignments:
Cmd + 1 : None
Cmd + 2 : Quick Tour
Cmd + 3 : Calc
Cmd + 4 : Calendar
Cmd + 5 : Card Info
Cmd + 6 : Contacts
Cmd + 7 : Dialer
Cmd + 8 : Documents
Cmd + 9 : Expense
Default

Done

Assigning hotkeys for a Pocket PC device

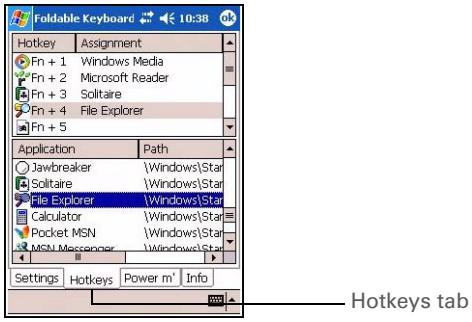
1

From the Start menu, select Programs. Then, select Foldable Keyboard .



2

Select the Hotkeys tab.



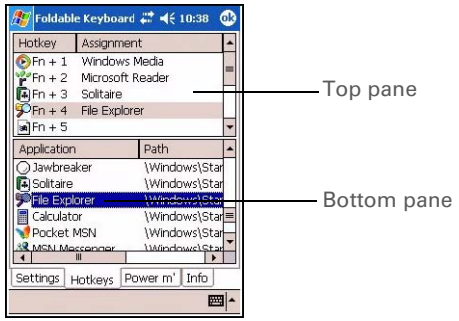
↘ Continued

3

Assign applications to hotkey combinations:

a. Select the hotkey combination in the top pane.

b. In the bottom pane, select the application that you want to assign to the hotkey combination.



Done

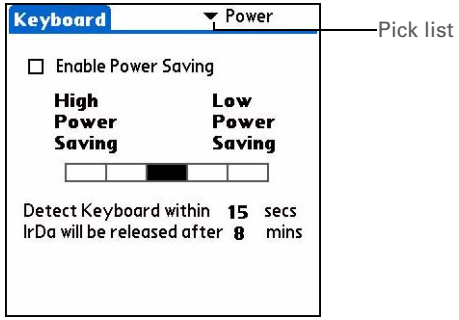
Saving power while using the keyboard

You can conserve your device's battery power by turning on the Enable Power Saving option and limiting the length of time that the keyboard driver stays on when the keyboard is not in use. As long as the driver is on, it uses the IR port on your device to search for a signal from your keyboard, and this activity uses battery power. If the Enable Power Saving option is turned off, the keyboard driver stays on as long as your device is on.

Saving power on a Palm OS device

1 Open the Applications view and select Keyboard .

2 Select Power from the pick list in the upper-right corner.



↘ Continued

3

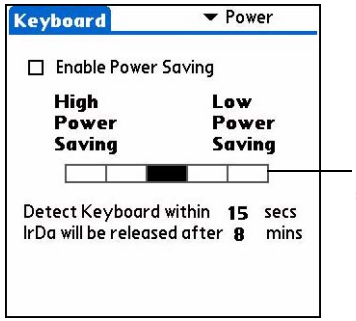
Enable or disable the power-saving option:

a. Check (or uncheck) the Enable Power Saving box.

b. If you checked the Enable Power Saving box, select a power-saving setting. The following information displays for the setting you select:

Detect keyboard within The number of seconds the keyboard driver waits for input after you turn your device on before automatically turning off.

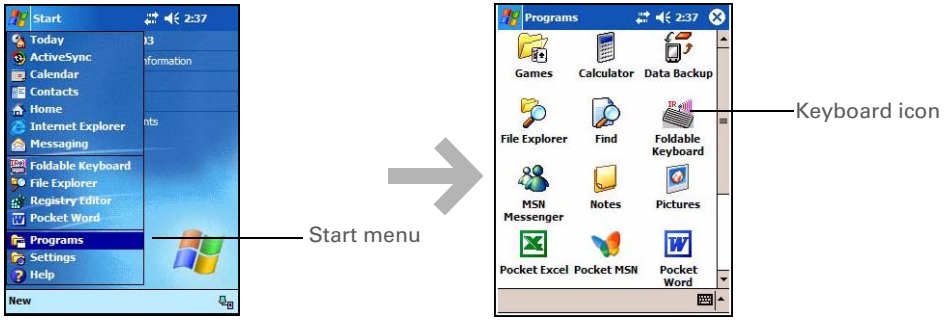
IrDa will be released after The number of minutes the keyboard driver waits after you stop typing before automatically turning off.



Done

Saving power on a Pocket PC device

1 From the Start menu, select Programs. Then, select Foldable Keyboard .



↘ Continued

2

Enable or disable the power-saving option:

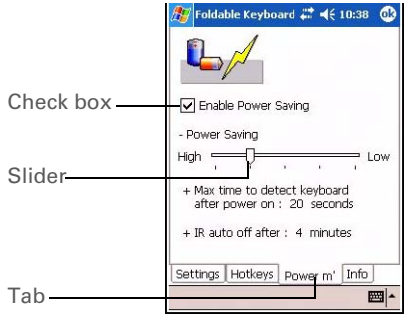
a. Select the Power Management (Power m') tab.

b. Check (or uncheck) the Enable Power Saving box.

c. If you checked the Enable Power Saving box, drag the slider to select a power-saving setting. The following information displays for the setting you select:

Max time to detect keyboard after power on: The number of seconds the keyboard driver waits for input after you turn it on before automatically turning off.

IR auto off after: The number of minutes the keyboard driver waits after you stop typing before automatically turning off.

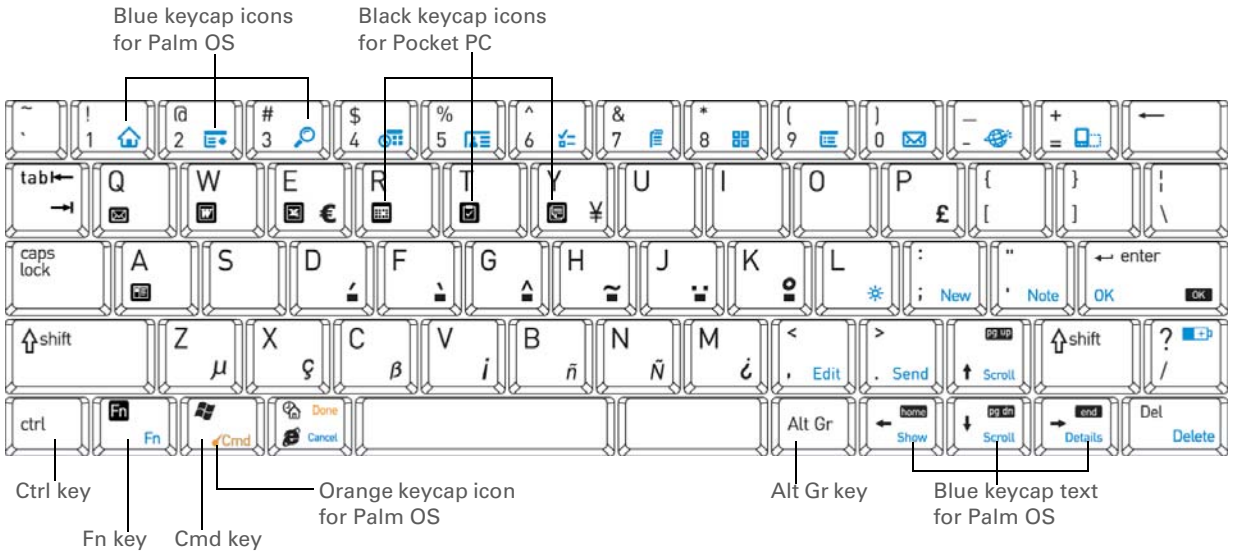


Done

Keyboard Shortcuts and Special Characters

Tip
Need help finding the shortcut you need? Open the keyboard help on your device to view a complete list of keyboard shortcuts. See **How do I display the list of keyboard shortcuts?**.

This chapter lists the various keyboard shortcuts you can use for navigating, moving the cursor, activating menu commands, and typing special characters, symbols, and punctuation. The keyboard has four keys, *Ctrl*, *Fn*, *Cmd*, and *Alt Gr*, that you use in combination with other keys to execute keyboard shortcuts and type special characters. To help you remember the shortcut keys for your device, the keyboard has color-coded keycap icons and text—blue or orange for Palm OS®, black for Pocket PC.


Blue keycap icons for Palm OS
Black keycap icons for Pocket PC
Ctrl key
Fn key
Cmd key
Orange keycap icon for Palm OS
Alt Gr key
Blue keycap text for Palm OS

Cursor movements

Palm OS® Shortcut	Pocket PC Shortcut	Action
Fn+up arrow	Fn+up arrow	Scrolls up (Palm OS) Page up (Pocket PC)
Fn+down arrow	Fn+down arrow	Scrolls down (Palm OS) Page down (Pocket PC)
None	Fn+left arrow	Home
None	Fn+right arrow	End
Ctrl+left arrow	None	Moves cursor left (back) one word
Ctrl+right arrow	None	Moves cursor right (forward) one word
Ctrl+Shift+left arrow	None	Selects the word to the left of the cursor
Ctrll+Shift+right arrow	None	Selects the word to the right of the cursor
None	Tab	Tabs forward to the next field (may not work in some applications)
None	Shift+Tab	Tabs backward to the previous field (may not work in some applications)

Palm OS® Shortcut	Pocket PC Shortcut	Action
Shift+right arrow	Shift+right arrow	Selects text to the right of the cursor
Shift+left arrow	Shift+left arrow	Selects text to the left of the cursor
Shift+up arrow	Shift+up arrow	Selects text one line above the cursor
Shift+down arrow	Shift+down arrow	Selects text one line below the cursor

Menu commands

Palm OS Shortcut	Pocket PC Shortcut	Action
Cmd	None	Command stroke
Ctrl+c	Ctrl+c	Copy
Ctrl+v	Ctrl+v	Paste
Ctrl+x	Ctrl+x	Cut
None	Ctrl+a	Select All

Palm OS Shortcut	Pocket PC Shortcut	Action
None	Ctrl+z	Undo
Fn+;	None	New
Fn+’	None	Note
Fn+Enter	Fn+Enter	OK
Fn+,	None	Edit
Fn+.	None	Send
Fn+right arrow	None	Details
Fn+left arrow	None	Show
Fn+Del	None	Delete
Cmd+Done	None	Done
Fn+Done	None	Cancel

Keyboard function keys

Palm OS Function Key	Pocket PC Function Key	Action
Fn+1	None	Opens Applications view (Palm OS)
None		Opens Start menu (Pocket PC)
None		Opens Today
Fn+2	None	Opens pull-down menu for screen currently displayed
Fn+3	None	Opens Find
Fn+4	Fn+r	Opens Calendar
Fn+5	Fn+a	Opens Contacts
Fn+6	Fn+t	Opens Tasks
Fn+7	Fn+y	Opens Memos (Palm OS) Notes (Pocket PC)
Fn+8	None	Opens Calculator

Palm OS Function Key	Pocket PC Function Key	Action
Fn+9	None	Opens Preferences
Fn+0	Fn+q	Opens the mail application (Palm OS) Inbox (Pocket PC)
None	Fn+	Opens Windows Explorer
Fn+-	None	Opens the web browser
Fn+=	None	Rotates screen orientation
Fn+/	Fn+/	Displays keyboard battery status
Fn+l	None	Turns the backlight (frontlight) on or off
None	Fn+w	Opens Pocket Word
None	Fn+e	Opens Pocket Excel
None	Fn+0 through 9	Opens the assigned hotkey application
Fn+Enter	Fn+Enter	OK

Palm OS Function Key	Pocket PC Function Key	Action
Fn+;	None	New
Fn+’	None	Note
Fn+,	None	Edit
Fn+.	None	Send
Fn+right arrow	None	Details
Fn+left arrow	None	Show
Fn+Del	None	Delete
Fn+Done	None	Cancel

Characters, symbols, and punctuation marks

Palm OS Keystroke	Pocket PC Keystroke	Character	Description
Alt Gr+b	Alt Gr+b	ñ	n-tilde
Alt Gr+c	Alt Gr+c	β	Beta
Alt Gr+e	Alt Gr+e	€	Euro
Alt Gr+m	Alt Gr+m	¿	Upside-down “?”
Alt Gr+n	Alt Gr+n	Ñ	Capital N-tilde
Alt Gr+p	Alt Gr+p	£	Pound sterling
Alt Gr+x	Alt Gr+x	ç	Cedilla
Alt Gr+y	Alt Gr+y	¥	Yen
Alt Gr+z	Alt Gr+z	µ	Micro
Ctrl+Fn+O	Ctrl+Fn+O	Ø	Capital O with slash
Ctrl+Fn+o	Ctrl+Fn+o	ø	Lowercase o with slash

Palm OS Keystroke	Pocket PC Keystroke	Character	Description
Alt Gr+v	Alt Gr+v	¡	Upside-down “!”
Ctrl+Fn+e	Ctrl+Fn+e	Æ	Uppercase AE ligature
Ctrl+Fn+a	Ctrl+Fn+a	æ	Lowercase ae ligature
Ctrl+Fn+w	Ctrl+Fn+w	•	Bullet
Ctrl+Fn+p	Ctrl+Fn+p	©	Copyright
Ctrl+Fn+.	Ctrl+Fn+.	°	Degrees
Ctrl+Fn+i	Ctrl+Fn+i	÷	Divide
Ctrl+Fn+q	Ctrl+Fn+q	¶	Paragraph
Ctrl+Fn+r	Ctrl+Fn+r	®	Registered trademark
Ctrl+Fn+s	Ctrl+Fn+s	§	Section
Ctrl+Fn+t	Ctrl+Fn+t	™	Trademark
Ctrl+Fn+-	Ctrl+Fn+-	±	Plus or minus

Palm OS Keystroke	Pocket PC Keystroke	Character	Description
Ctrl+Fn+2	Ctrl+Fn+2	½	Half
Ctrl+Fn+3	Ctrl+Fn+3	¾	Three-quarters
Ctrl+Fn+4	Ctrl+Fn+4	¼	One-quarter
Ctrl+Fn+d	Ctrl+Fn+d	¢	Cents
Ctrl+Fn+f	None	ƒ	Script f

Accent marks

For accent marks, first press and release the Alt Gr key and type the letter indicated in the table. Then type the letter to be accented.

Shortcut (Palm OS and Pocket PC)	Character Example	Description
Alt Gr+d	á	Acute accent
Alt Gr+f	à	Grave accent
Alt Gr+g	â	Circumflex
Alt Gr+h	ñ	Tilde
Alt Gr+j	ä	Umlaut
Alt Gr+k	å	Nordic a-ring (for letter “a” only)

Keystrokes for the 5-way navigator on a Palm OS device

You can use the following commands on Palm OS devices that support the navigator.

Keystroke	Description
Cmd+up arrow	Navigates up
Cmd+down arrow	Navigates down
Cmd+left arrow	Navigates left
Cmd+right arrow	Navigates right
Cmd+Enter	Navigates select

Common Questions

If you have a problem with your Universal Wireless Keyboard by Palm, review the questions in this section. If you don't find the answer here, contact technical support by going to **www.palm.com/uwk**. For users outside the United States, visit **www.palm.com/intl** for further information.

Why isn't the keyboard working?

- Check that the keyboard driver is installed on your device. The driver icon should appear in the Applications view on Palm OS devices, or the Programs view on Pocket PC devices. To install the driver, refer to the *Getting Started* guide.
- Check that you have deleted all other external wireless keyboard drivers from your device. (Do not delete the driver for the built-in keyboard, if your device has one.)
- Make sure that the IR wand is aligned with the IR port on your device. The keyboard may not be receiving a signal from your device.
- Make sure that keyboard cover is positioned near the center of the keyboard. Sliding the cover to the extreme left turns the keyboard off.
- Make sure that the keyboard driver is turned on. On Palm OS® devices, open the Applications view and select Keyboard, select Settings from the pick list, and then select On. On Pocket PC devices, go to the Programs view and select Foldable Keyboard, and then check the Enable Keyboard box.
- Check that the battery is properly installed. See the *Getting Started* guide for more information. Also check that the battery is sufficiently charged. To view the battery status press Fn+/.
- Check that all other keyboard drivers on your device are turned off. Also turn off any "over-clock" applications, such as FastCpu.

Why do random characters appear on my screen after I stop typing?

Another IR device, such as your computer, may be interfering with the IR connection between your device and keyboard. Turn off all other IR devices and make sure that the IR wand on the keyboard is aligned with the IR port on your device.

How do I display the list of keyboard shortcuts?

For Palm® OS devices, open the Applications view and select Keyboard, and then select Help. For Pocket PC devices, go to the Programs view and select Foldable Keyboard, and then select the Info tab.

Why can't I beam?

As long as the keyboard driver is turned on, it controls your device's IR port. To use the IR port for beaming, simply turn the keyboard driver off. On Palm OS devices, open the Applications view and select Keyboard, select Settings from the pick list, and then select Off. On Pocket PC devices, go to the Programs view and select Foldable Keyboard, and then uncheck the Enable Keyboard box.

Where can I get keyboard driver updates?

For software updates, visit **www.palm.com/uwk**.

How do I install keyboard driver updates?

If you have a Palm OS device and a Windows computer: open Quick Install, add the driver, and then synchronize. If you have a Palm OS device and a Mac: open Palm® Desktop software, select the HotSync® option, select Install Handheld Files, add the driver, and then synchronize. For Pocket PC devices, open setup.exe. The driver is installed to your device the next time you run ActiveSync.

Can I run the keyboard driver from an expansion card?

No, the driver must be installed on your device.

How long will my keyboard batteries last?

The batteries last up to four months, depending on use and battery type.

What devices are compatible with the keyboard?

The keyboard is designed to work with many popular models of Palm OS® and Pocket PC devices.

For a complete list of compatible devices, visit **www.palm.com/uwk**.

Product Regulatory Information

Safety Statement

Warning: Prolonged or improper use of the keyboard may result in discomfort or injury.

The keyboard is not intended for extended or intensive use. If discomfort develops, consider changing your method of input or the manner in which you use the keyboard or stylus. If discomfort or pain persists, either decrease usage or consult a medical or ergonomics professional.

FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

[!] IMPORTANT Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

Responsible Party:

Palm, Inc.
950 W. Maude Ave.
Sunnyvale, California 94085
United States of America
(408) 617-7000

Universal Wireless Keyboard by Palm

Tested to Comply With FCC Standards

FOR HOME OR OFFICE USE

Canadian ICES-003 Statement

This Class B digital apparatus meets all of the requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numerique de la classe B respecte toutes les exigences du Reglement sur le materiel brouilleur du Canada.

CE

CE Compliance Statement

This product was tested and found to comply with all the requirements of the EMC Directive 89/336/EEC as amended.

Battery Warning

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Discard used batteries according to the manufacturer's instructions and in accordance with your local regulations. Do not attempt to recharge the batteries provided with this keyboard.

Static Electricity, ESD, and your Palm™ Handheld

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

Description of ESD

Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock -- the discharge event -- when you touch a metal doorknob. This little shock discharges the built-up static electricity.

ESD-susceptible equipment

Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your Palm™ handheld, from ESD harm. While Palm has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your handheld, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

Precautions against ESD

Make sure to discharge any built-up static electricity from yourself and your electronic devices before touching an electronic device or connecting one device to another. The recommendation from Palm is that you take this precaution before connecting your handheld to your computer, placing the handheld in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you're holding your mobile device by simultaneously touching a metal surface that is at earth ground.
- For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
- Increase the relative humidity of your environment.
- Install ESD-specific prevention items, such as grounding mats.

Conditions that enhance ESD occurrences

Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.
- Material type (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events you may want to take extra precautions to protect your electronic equipment against ESD.